



UNIVERSITÀ DEGLI STUDI
DI MILANO

ERASMUS+ CALL

a.y. 2020-2021

Information for outgoing students

International Mobility Office

Outgoing mobility

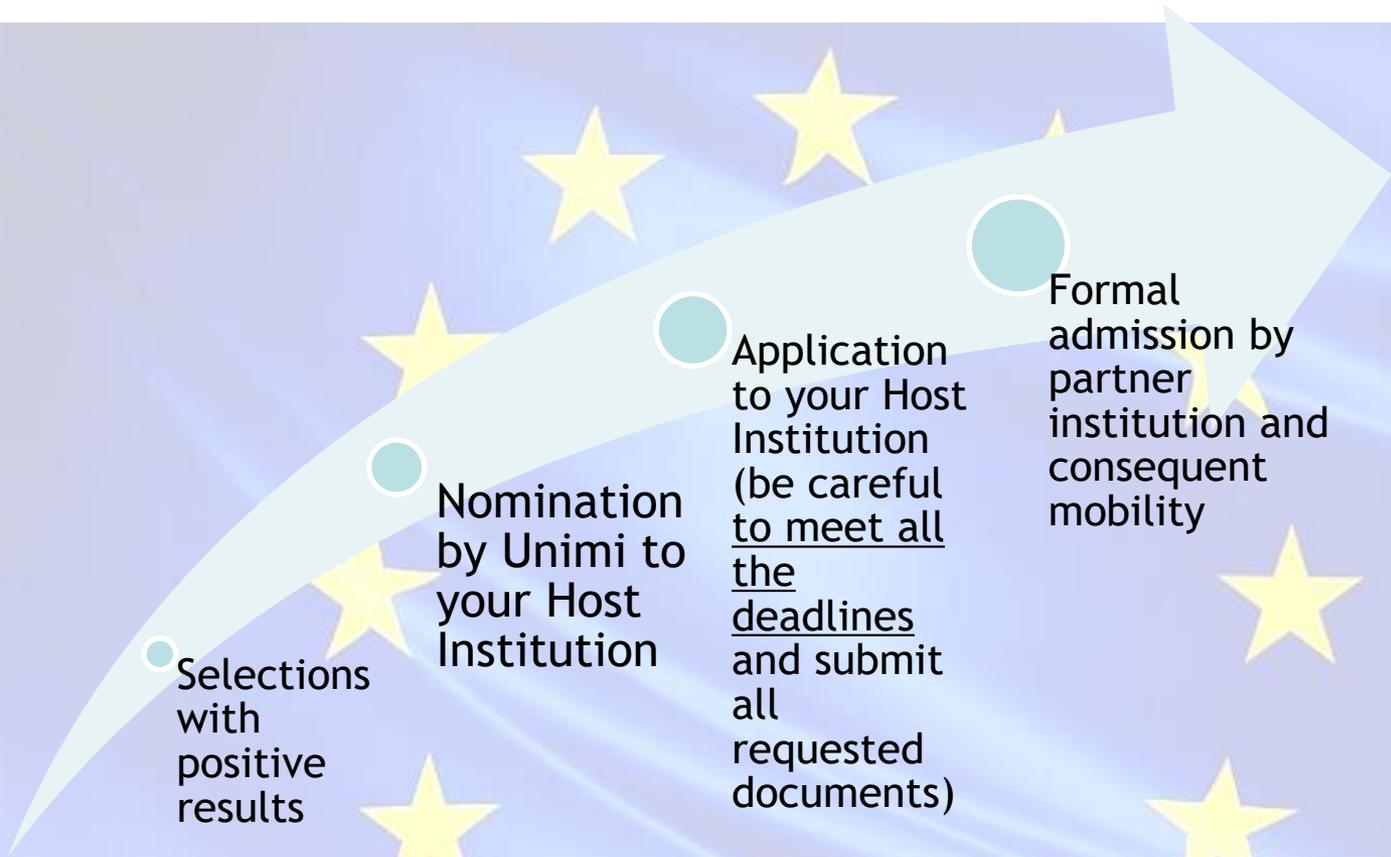


Note concerning the novel COVID-19

ATTENTION

In relation to the novel Coronavirus emergency, we inform our students that, in accordance with the European Commission and Italian National Agency's guidelines, all mobilities are - for the time being - regularly programmed. The International Mobility Office will promptly inform students about any updates we may have.

1. The first steps after the results



Selections with positive results

Nomination by Unimi to your Host Institution

Application to your Host Institution (be careful to meet all the deadlines and submit all requested documents)

Formal admission by partner institution and consequent mobility

→ You must write to mobility.out@unimi.it within 5 days of the results, if you wish to withdraw from the programme

Nomination

The International Mobility Office sends out nominations following partner Universities' deadlines.

Afterwards, Host Institutions generally send a communication about the application directly to your University's e-mail address: we encourage you to check your mailbox regularly.

ATTENTION: not all Universities necessarily follow this procedure, so we recommend contacting your host university and checking their procedures and deadlines directly on their websites.

WHEN TO DO WHAT

BEFORE YOU LEAVE

Apply to Host Institution

Define your L.A.

Take OLS test

Optional, but recommended:
register on Ministry of Foreign
Affairs's website «DOVE SIAMO
NEL MONDO»

Sign and send your
Mobility Contract

DURING YOUR STAY

Within 10 days of
arrival: certificate
of stay («Arrival»)

Modify your L.A. - if
needed

OLS course

Extend your stay - if
needed

UPON RETURN

Upload your certificate of
stay online, within 10
days («arrival» and
«departure»)

Transcript of Records

Learning Agreement

Final OLS test

End-of-stay survey

Apply for exams
recognition ASAP - within
6 months

The Application process

Generally speaking, an application shall include:

- Copy of a valid ID/Passport;
- Certificate of the foreign language used abroad;
- Transcript of records in English (you may request it in advance to mobility.out@unimi.it by writing your student number, too);
- Start and end time of your mobility (and the semester(s) you will study abroad);
- Request for a University accommodation, when offered;
- The Learning Agreement;
- Document stating your Erasmus student status, your grant or insurance coverage
- If asked, this is UNIMI's Erasmus code: **I MILANO01**
- *Other possible documents*

THE LEARNING AGREEMENT (L.A.)

The Learning Agreement is a document that certifies the educational/training programme that you will follow abroad. It must be approved **BEFORE** your departure.

Unimi requires **all** its Erasmus students to draft their L.A. **online**, on an online platform. This platform must be used to draft the first version and any other following changes.

If your Host Institution requires you to draft a L.A. in their own form, it is necessary to fill in **BOTH** forms.

REMEMBER: 1 academic year= 60 ECTS; 1 semester = 30 ECTS; 1 trimester = 20 ECTS. You have to achieve at least 70% of the credits.

1 ECTS = 1 CFU

Learning Agreement: WHO/WHEN/WHERE?

WHO?

Student

Drafts the Learning Agreement ONLINE

[Unimi Academic Coordinator/Erasmus Help Desk](#)

Approves your L.A. and is your contact person for ALL issues regarding academic matters

Responsible person for academic matters at your host institution

Finally approves your drafted L.A.

WHEN?

You will be informed when the online portal opens (generally early May)

By the set deadline (around mid-June). You will be informed about the deadline.

2 weeks before you arrive at your Host University -if not differently told

Learning Agreement: WHO/WHEN/WHERE?

You can draft your Learning Agreement online by accessing the platform at this page:

<https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/prior-departure>

Students will be informed when the online procedure opens (normally, early May)

Learning Agreement: its 3 pages

UNIVERSITA' DEGLI STUDI DI MILANO
PROGRAMMA ERASMUS+
MOBILITA' DEGLI STUDENTI

ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM
LEARNING AGREEMENT
ACADEMIC YEAR 2019/2020
Versione N. 1 del 18/09/2019 09:20:38

Last name(s): [REDACTED]
First name(s): [REDACTED]
Date of birth: : 07/04/1998
Nationality: ITALIANA
Sex: F
Study cycle: : Bachelor's degree (first cycle)
Phone: [REDACTED]
E-mail: [REDACTED]@studenti.unimi.it
Period of stay: Second Semester
From Month (MMYYYY): 042020
To Month (MMYYYY): 072020
Programme: BIOLOGICAL SCIENCES (CLASS L-13)
Field of study: 0511 - Biology
Sending Institution: I MILANO01 - Università degli Studi di Milano
Country: Italy
Ufficio Mobilità internazionale e per la Promozione internazionale / International Mobility Office
Via Festa del Perdono 7, 20122 Milano, Italy
Contact e-mail: mobility.out@unimi.it

The **first** page of your L.A. contains your personal data, the «field of study», the admin contact in Unimi, the foreseen start and end date of your mobility. You can also see how many **versions** you created (Version 1, version 2... and the drafting date)

**DETAILS
OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT**

Receiving institution: D KIEL01 - Christian-Albrechts-Universität zu Kiel
Country: Germany

PARTNER UNIVERSITY (Receiving Institution)			UNIVERSITY OF MILAN (Sending Institution)		
Course Unit Title (Denominazione corso)	Correspondences	ECTS credits	Esami	Corrispondences	ECTS credits
DEUTSCHKURS	1	6,00	C7-0N- - LINGUA TEDESCA 1 LAUREA MAGISTRALE	1	9,00
SPRACHERWERB	1	3,00	C-0CE- - LETTERATURA TEDESCA LAUREA MAGISTRALE	2	9,00
KINDER- UND JUGENDLITERATUR NACH 2000	2	4,00	C-085- - TEORIA E TECNICA TRADUZIONE TEDESCA	3	9,00
MIGRATIONSLITERATUR	2	4,00			
LITERARISCHES ÜBERSETZEN ITALIENISCH-DEUTSCH	3	2,50			
NEUE SPRACHRÄUME UND SPRACHKONTAKT DURCH MIGRATION	3	3,00			
ÜBERSETZUNG DEUTSCH-ITALIENISCH	3	2,50			
			Altro	Corrispondences	ECTS credits
Totale ECTS		25,00	Totale ECTS		27,00
Other activities (Altre attività)	Corrispondences	ECTS credits			

Nota Bene: 1 credito ECTS (European Credit Transfer System) = 1 credito CFU (Credito Formativo Universitario)

The **second** page of your L.A. states the Erasmus code of your Host University and the study/research/internship programme you will follow abroad. The left column lists the activities and the credits abroad, while the right column lists the corresponding Italian ones (ECTS= CFU).

Read carefully the instructions written online and remember to report all the corresponding activities between exams (1>1 ; 2>2; 3,3>3 etc.)

In case some educational components would not be successfully completed by the student, the following provisions will apply:

- students are expected to complete the training program described in their learning agreement and acquire 70% of the credits foreseen by it;
- students who do not comply with the above-mentioned provision are required to provide a justification so as the measures to be taken can be assessed, which may include the restitution of part or of the entire grant disbursed up to that point. Force majeure (eg. illness) can justify failure to complete the training program.

Exceptional changes should be made within maximum two months. Only if absolutely necessary, any party can request changes within the first month after regular classes/educational components have started. All these changes have to be agreed by the three parties ideally within a two-week period after the request.

The level of language proficiency in German self-declared by the student is: C1.

The student agrees to acquire, by the start of the study period, the level of language competence required by the receiving institution.

Student's signature: _____

Date:
05/09/2019

SENDING INSTITUTION

Responsible person in the sending institution:

Name: _____

Phone number: _____ E-mail: _____

We confirm that the proposed programme of study /learning agreement is approved.

Erasmus coordinator's signature: _____

Date: 6.9.2019

Stamp: _____



RECEIVING INSTITUTION

We confirm that the proposed programme of study /learning agreement is approved.

Erasmus coordinator's signature: _____

Date: _____

Stamp: _____



The **final** page must always show 3 signatures: yours, your coordinator's and that of the responsible person abroad. Each change that may occur during your stay must always be approved by all parties.

HOW TO SEND YOUR LEARNING AGREEMENT (1)

You must ask your Erasmus coordinator at Unimi to sign and approve your L.A. draft.

After you have this document signed, you must send your Learning Agreement to your Host University to get the final approval.

TWO SITUATIONS MAY OCCUR:

- a) If your Host University asks for your L.A. already during your application, it is your responsibility to follow its approval status;
- b) If the L.A. is not required during the application, it is your responsibility to send it to the relevant person by e-mail to ask for its approval

HOW TO SEND YOUR LEARNING AGREEMENT (2)

Once you have all three signatures, please send the FINAL APPROVED VERSION to mobility.out@unimi.it, at least two weeks before you arrive abroad,

EXCLUSIVELY FOLLOWING THIS MODALITY:

- In a single PDF document called «SURNAME Name»
- Write as an object: Sending Learning Agreement of SURNAME Name for *Erasmus Code*

WHERE DO I FIND MY ERASMUS CODE?→

On the second page of your Learning Agreement, top, left-hand side

BEFORE DEPARTURE: The Mobility Contract

The Mobility Contract is provided for by the International Mobility Office. It sets all the **rules** of your mobility (scholarship, insurance, duties and rights etc.). This is a compulsory document.

You must **draft it online** according to the deadlines we will give you soon. More details will follow.

BEFORE DEPARTURE: THE OLS TESTS and COURSE



Erasmus+ Online Linguistic Support

- Before and after the Erasmus mobility, you will have to complete a **language test** (results are non-binding);
- During your mobility, you will have the chance to follow the OLS language **course** for free;
- The OLS platform is managed by the EU;
- The licenses to sit the test and the course will be automatically sent to @studenti.unimi.it around May, are limited and **valid for 1 month**: do not miss the deadline and check the **Spam** folder frequently;
- Further information will be provided by e-mail in the next weeks

BEFORE DEPARTURE: SLAM language courses

The University of Milan offers - through [SLAM](#) - free, optional and intensive language courses for our outgoing Erasmus students, in order to improve your language skills before you leave.

This year, classes will take place **online** between **29th June and 10th July**.

Further information and details will follow.

LANGUAGE CERTIFICATES- SLAM'S TEST

SLAM organises **language tests**, in order to get a certification of the level you need to achieve for your application abroad:

TEST DATES:

- 15th May 2020;
- 15th June 2020;
- 10th September 2020

It will be possible to enrol in a test session by following the instructions available on SLAM webpages (soon to be updated): <https://www.unimi.it/en/study/language-proficiency/test-and-courses-exchange-students>

DURING YOUR STAY- The Certificate of Stay



UNIVERSITÀ DEGLI STUDI DI MILANO

Certificate of stay
PROGRAMMA ERASMUS + — a.a. 201_/201_

Student Details:

Surname: _____ First name: _____
Date of birth: _____ Nationality: _____

Sending Institution: Università degli Studi di Milano (Erasmus code: I MILANO01)

Host Institution: _____

1. Arrival

We certify that the above named student has been enrolled as an Erasmus+ Student 201_/201_ at _____ (Host Institution).

Date of arrival: _____

Name of the Signatory: _____ Position: _____

Signature: _____ Date: _____

Stamp: _____

2. Departure

We certify that the above named student completed his/her study period at _____ (Host Institution).

Date of departure: _____

Name of the Signatory: _____ Position: _____

Signature: _____ Date: _____

Stamp: _____

arrival

departure



DURING YOUR STAY- The Certificate of Stay

The Certificate of Stay includes the **actual** starting and ending dates of your mobility.

Print out this form before you leave and hand it in to the responsible offices of your Host Institution when you complete your registration («arrival»).

You must **scan** it and **send** it to mobility.out@unimi.it **within 10 days**.

In some cases this passage is done by the International Relations Office abroad.

→ **KEEP THE HARD COPY IN A SAFE PLACE UNTIL THE END OF YOUR STAY!**

When you come back, **within 10 days**, you must **upload** the document («arrival» and «departure» parts duly filled in) on an online platform, as explained at [this](#) page.

You can find UNIMI's Certificate of Stay [here](#).

In some cases Host Universities require their own forms: that is accepted too, as long as it states the start and the end of your stay.

DURING YOUR STAY - Changes on your L.A.

1. Contact your coordinator at Unimi and ask for your changes - within 1 month from the start of classes;
2. Enter the [online](#) procedure and modify your L.A. where necessary;
3. Print out your L.A., sign it and ask for the signature of your coordinator abroad and that of Unimi;
4. Send the modified version with all 3 signatures - within two weeks - to mobility.out@unimi.it in a SINGLE pdf document, named SURNAME Name LA (number of change) → e.g. SMITH John LA2

DURING YOUR STAY- request for an extension

It is possible to extend your period abroad for academic purposes. This request must be pre-approved by both parties.

You must fill the Erasmus Period Extension Form:

<https://www.unimi.it/en/international/study-abroad/studying-abroad-erasmus/during-your-stay-abroad>

Once completed and signed, send it to mobility.out@unimi.it

- **REMEMBER: The Erasmus mobility cannot be shorter than 3 months and cannot be extended after the 30th September 2020!!!**
- In case of an extension, scholarship is not given for granted: it depends on funds availability.

Back to Italy

Certificate of Stay

- After your Erasmus+, go to the International Office and register your departure from the host university
- You will upload your certificate of stay on the said platform and we will count the **actual length** of your mobility;
- The dates can in NO WAY be modified by our office

Transcript of Records (ToR)

- The host university will give you a transcript with the activities/exams you have done, and the ECTS
- This document may not be available when you leave: if sent to Unimi, you will be contacted by us;
- If you have done thesis research, ask the foreign coordinator to write a statement that tells us what you have done and how many credits you were granted
- Send a scan copy to mobility.out@unimi.it

Final Learning Agreement

- Make sure you already sent the final version with all signatures to mobility.out@unimi.it during your stay. If not, do it ASAP.

The end-of-stay questionnaire and final OLS test

- You will receive an automatic email. This survey will enquire about your Erasmus experience. It is anonymous.
- You do not need to print it out/send it
- Remember to sit the final OLS test.

BACK TO ITALY- RECOGNISING THE ACTIVITIES YOU UNDERTOOK ABROAD

When you have your final ToR, send it, together with your final L.A., to the responsible office (your Erasmus coordinator/Erasmus Help Desk/academic office of your study course).

This procedure must be carried out as soon as possible and no later than 6 months after you come back.

!!! You must apply for academic recognition - it is not automatic!

The International Mobility Office is not responsible for exams' recognition!

THE ERASMUS SCHOLARSHIP

- The amount varies from Country to Country (250€ to 300€/month);
- Students will be informed about the way and time it is assigned at the moment you will sign your Mobility contract;
- It is given before the departure

REMEMBER: according to the ACTUAL dates of your mobility, upon return you may be asked to reimburse part of the scholarship received.

!!! If you are awarded the **Excellence scholarship**, please note that it is not compatible with the Erasmus+ scholarship. For further info write to the Office in charge of the Excellence Scholarship.

BACK TO ITALY- THE UNIVERSITY'S ADDITIONAL SCHOLARSHIP

Additional financial help may be given according to your **ISEE/income (valid for the year 2019-2020)** at the end of your stay.

If you are eligible for it, you do not need to apply for it nor submit any specific documents.

CONTACTS

International Mobility Office

 mobility.out@unimi.it

 Via Santa Sofia, 9

 Office Hours: Mon-Fri, h. 09:00-12:00*

Enjoy your Erasmus! 😊

* We remind students that the Office is currently working from home until further notice

Please note that these slides are published for informative reasons only. You may find all the official information on the Erasmus+ Call; please note that students are informed about any official communication by email. Please consult the Erasmus webpages regularly.